IT Applications Training & Support

Google Forms
Create Forms and Capture Response Data

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Google Forms – Create Forms and Capture Response Data

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YOUR SBCUSD GOOGLE ACCOUNT

When you are hired at the District, an SBCUSD computer network account is created for you. As a new hire, a District Google account is also created with the same credentials.

YOUR LOGON AT GOOGLE.COM

User Name = firstname.lastname@sbcusd.k12.ca.us

Password = Same Password as your SBCUSD account Password

IMPORTANT – If you change your password here within your SBCUSD network account, that change will cascade down to your SBCUSD Google account automatically. If you ever change the password to your SBCUSD Google account from within the Google account, the password will no longer be the same as your SBCUSD network account.

LOGGING ONTO GOOGLE

1. Run a Web Browser (E.g., Google Chrome).

2. In the Web Address bar, type google.com.

3. In the upper right, click on the Sign in button.

4. In the Email or phone field, enter your user name (firstname.lastname@sbcusd.k12.ca.us).

5. Click on NEXT.

6. Enter your password (same as your logon here at work, unless you’ve changed your password from within your District Google account).

7. Click on NEXT.

Note: You will remain logged into your Google account even if you close your browsing window. As a result, a good habit to maintain is signing out of your Google account when leaving your computer.
You can plan events, make a survey or poll, give students a quiz, or collect other information in an easy, streamlined way with Google Forms. The responses can be setup to populate into a spreadsheet for further data management.

CREATE NEW FORM
1. Once logged in, click on the Google apps icon in the upper right, click on More (at the bottom), and then click on Forms.
2. Click on the Blank form to begin a new form. You will see Untitled form and Form description entry fields.
3. Click on Untitled form and name your form.

**NOTE** - The initial field provided is a Multiple choice field containing radio buttons. Field types can be changed at any time. Also, each time you add a new field, it defaults to a Multiple Choice field.

ADDING FIELDS
1. To add a field to your form, simply click on the Add question icon to the right of the form.

FIELD TYPES

<table>
<thead>
<tr>
<th>Field Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short answer</td>
<td>Short answer text, can be formatted to maintain either text or number entries. Both types allow for length settings and basic validation parameters.</td>
</tr>
<tr>
<td>Paragraph</td>
<td>Paragraph answer text can be formatted to maintain minimum and maximum character entry lengths and basic validation parameters.</td>
</tr>
<tr>
<td>Multiple choice</td>
<td>Use when your user looks to choose a single response from a relatively small amount of choices (3 to 7). This field type also maintains a logic condition feature that can trigger the form to skip sections and go to other specific sections based on the response it gets from the user.</td>
</tr>
<tr>
<td>Check boxes</td>
<td>Use when your user looks to choose multiple responses within a relatively small amount of choices (2 to 10). Simple validation parameters exist, defining how many selections can be made.</td>
</tr>
<tr>
<td>Dropdown</td>
<td>Use when your user looks to choose a single response within a long list of choices. This field type also maintains a logic condition feature that can trigger the form to skip sections and go to other specific sections based on the response it gets from the user.</td>
</tr>
<tr>
<td>File upload</td>
<td>Allows a user to upload a file. The file will land in the form owner’s Google Drive and form respondents must be logged into google to use file upload fields in a form.</td>
</tr>
<tr>
<td>Linear scale</td>
<td>Allows a user to apply a rank to an item, feature or product. Only one selection.</td>
</tr>
<tr>
<td>Multiple choice grid</td>
<td>Create multiple questions with same options/answer set (once choice only).</td>
</tr>
<tr>
<td>Checkbox grid</td>
<td>Create multiple questions with same options /answer set (multiple choices).</td>
</tr>
<tr>
<td>Date</td>
<td>Allows for the user to enter a date in response to a date question.</td>
</tr>
<tr>
<td>Time</td>
<td>Allows for the user to enter a time in response to a time question.</td>
</tr>
</tbody>
</table>
WORKING WITH FIELDS

EDITING FIELDS
1. To edit a field, click anywhere within or on the field.
   The field will activate allowing you to make numerous changes.

MOVING FIELDS
1. If you wish to move a field up or down amongst the other fields, click on the field you want to move, and then click and drag the field up or down with the Move 
   Handle and drop it at the position you wish (this is usually on the left of your answers /options) or at the very top above the question.

DUPLOCATING FIELDS
1. If you wish to create a field (includes the question and answers) that is very similar to a field you already have, you can click the Duplicate icon.

CREATING REQUIRED FIELDS
1. Click on the Question field you wish to make a required response.
2. Click on the required toggle switch (bottom right corner). When activated it becomes purple and slides to the right. A Red asterisk will appear next to the field to let the user know it is required.

OTHER FIELD SETTINGS
1. In the lower right of the field, click on the Show icon. The options will be determined by the field type you have selected:

<table>
<thead>
<tr>
<th>Description</th>
<th>Enter a description for the field below the question’s title.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to section based on answer</td>
<td>This is an excellent feature that allows you to develop form logic in where a certain question answer will dictate if other fields should show or not. Works with Multiple choice and Dropdown field types.</td>
</tr>
<tr>
<td>Response validation</td>
<td>Applies to Short answer and Paragraph field types. Basic response input validation, “is text”, “is number” response entry length, less than, etc.</td>
</tr>
<tr>
<td>Shuffle Option Order</td>
<td>Automatically randomize the order of the answers.</td>
</tr>
</tbody>
</table>
A Google form maintains a single section by default. Additional sections can be added to simply break the form up into **multiple pages** so that the form doesn’t appear to be extremely long. If you maintain sections in the form, you can jump to certain sections or fields in the form based on responses in the prior section.

**ADDING ADDITIONAL SECTIONS**

1. Click on the final field in a section you wish to add a section beyond.

   **OR**

2. Click on a field you wish to add a section after.

3. Click on the **Add section** icon.

4. **Name** the New Section.

**CONTINUE TO SPECIFIC SECTION BASED ON SPECIFIC FIELD RESPONSE (CONDITIONAL BRANCH OUT)**

This is a powerful feature that allows for conditional logic per field response resulting in the ability to jump to certain sections based on the prior field response.

**NOTE** - You must carry multiple sections in your form in order to conditionally jump from one section to another specific section in the form. You’ll also need either a dropdown or multiple choice field as the final field in a section to jump the user to a specific section.

1. Create a form with multiple sections.

2. Create a **Dropdown** or **Multiple choice** field and it’s selections/options as the final field in a section.

3. Click on the **Show** icon for this final field in the section and choose **Go to section based on answer**.

   Next to each option in the field, you will now see a **Continue to next section** dropdown.

4. For each option, choose the section you wish to continue to based on the user’s response.

5. **Repeat** the steps for each option.

   When a user selects these options they will jump to the section you defined.

Working with Sections Continued...
**Submit Form at End of Each Branched Section**
If your form branched out to different sections, you can submit the form at the end of each branch.

1. At the bottom of each section you branched to, click on **Continue to section**.

2. Choose **Submit form**.

3. Repeat this for each section/branch you want to submit.

**Continue to Specific Section at End of Sections (Return Branching and Submit)**
This is how you can return from certain sections/branches back to a common section and submit the form.

1. At the bottom of each section branched to, click on **Continue to section**.

2. Choose the section you wish to direct the user to.

3. Repeat this for each branch/section.
The Google Form interface allows you to quickly test your form. The form results end up in a Google Sheet that you have access to from within your Drive and or Forms location.

**PREVIEW**

1. From within your **Drive space**, double-click to open the form in question.

2. Click on the **Preview** icon in the upper right. You will see your form in a new browsing tab.

3. **Enter data** into your form to see if it’s functioning properly.

4. Click **Submit** at the end of the form.

   If you need to make adjustments, close the preview browser tab and make the change to your form. Then preview it again.
RECEIVING NOTIFICATIONS OF FORM RESPONSES
1. From within your Drive space, double-click to open the form.
2. Click on the RESPONSES tab.
3. To the right of the responses tab, click on the More icon.
4. Click on Get email notifications for new responses.

Now anytime the form is submitted, you’ll receive an email notifying you of the form submission.

VIEWING RESPONSES
Naturally the Form captures the responses and holds them in the RESPONSES tab.
1. Click on the Summary tab to see a combined view of all responses.
2. Click on the Individual tab to see individual responses.

PLACE RESPONSES IN A GOOGLE SHEET
1. From within your Drive space, double-click to open the form in question.
2. Click on the RESPONSES tab.
3. To the right of the responses tab, click on the Create Spreadsheet icon.
4. Choose Create a new spreadsheet. If it does not have a name, name it (usually the same as your Form name).

VIEW RESPONSES IN GOOGLE SHEET
1. From within your Drive space, double-click to open the form.
2. Click on the RESPONSES tab.
3. Click on the View responses in Sheets icon. The spreadsheet icon is now the View icon.

NOTE – This icon also acts as the Create Spreadsheet icon for new Forms.

NOTE – The columns on the Responses Spreadsheet are created based on the order you placed your questions in the form.
**Collect Email Addresses from District Users**

1. From within your Drive space, double-click to open the form.
2. Click on the **Settings** icon in the upper right.
3. In the Settings window, under the General tab, select **Collect email addresses**.
4. Also select **Response receipts**.

   This will send the form responder (person that filled out the form) an email notifying them that the form did function and also displays their responses.

**Note** – The Collect email addresses feature is a quick and easy way to collect Google account users email addresses. If you are creating a form which Is targeted to any users without Google accounts, you’ll need to create an email field in the form.

**Requires Sign-In**

1. In the Settings window, under the General tab, select **Collect email address**.
2. Select **Restrict to San Bernardino City Unified School District** users if you wish only SBCUSD users to have access to the form.

**Important** - If you are attempting to publish your form to users who do not have a Google account, or the published destination is outside of Google Suite (Example: embedded in a web page or embedded in an email), you must uncheck the “Restrict to San Bernardino City Unified School District users” feature in the forms Settings.

**Respondents Can**

1. Select **Edit after submit** if you wish users to be able to return to the form and change their responses.

   This feature shows up in the confirmation email they receive upon submitting the form.
SENDING YOUR FORM

1. From within your Drive space, double-click to open the form in question.

2. Click on the SEND button in the upper right.

3. Click on the Link icon to generate a link to the form that you can share via social media platforms.

OR

4. Click on the Email icon if you wish to send a link to the form via email.

**IMPORTANT** - If you are attempting to distribute your form to users who do not have a Google account, you must uncheck the “Restrict to San Bernardino City Unified School District users” feature in the forms Settings.

For more advanced options, click on the Add collaborators link in the bottom left corner.
1. From within your Drive space, double-click to **open** the form.

2. Click on the **SEND** button in the upper right.

3. Click on the **Embed** icon to generate an HTML code snippet.

4. **Copy and then paste** the HTML code snippet within the code view between the body tags of the page you wish to house the form.

**IMPORTANT** - If you are attempting to embed the form in a public facing web page, you must uncheck the “Restrict to San Bernardino City Unified School District users” feature in the forms Settings.
ADDITIONAL FEATURES

1. **UNDO!!** Use the Ctrl+Z keys.

2. Use the **More** icon while in form edit mode to see what else you can do.

3. **Anonymous** Forms – Do not create User Name or Email Fields.

4. **Where is my Form and my Drive Space area?**
   a. You can click on the arrow (should be your form name). This takes you to your **Forms** window.
   b. When in this window, click on the **Apps** icon and then select . This takes you to your Google Drive files and folders.
Google Forms

SUPPORT FOR GOOGLE FORMS

Google Learning Center Website:
https://gsuite.google.com/learning-center/products/forms/get-started/#1/

Or shortcut

G Suite Learning Center

Support within the District:
Training – Information Technology Training Specialists

techtraining@sbcusd.com

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